

SHEPTON MALLET NEIGHBOURHOOD PLAN

STEERING GROUP MEETING

Monday, 15th July, 2013

MINUTES

Present: Matt Day, John Parham, Jeff Curtis, Anna Blackburn, Tanya Griffiths,
Gretal Marsh

Apologies: Stuart Brown, Robert Stoner. John advised the meeting that Peter Hillman has resigned from the SG.

1. Minutes from the last meeting (17th June) were approved.
2. Matters Arising: Leadership – discussion took place on names suggested by Jeff. Don Clifford was also suggested and it was agreed Matt would speak to him on this matter.
Action: Matt Day

John updated the meeting as regards the contact with the Neighbourhood Watch Scheme but no names had as yet been put forward. A suggestion was made to allow them to have space on the Neighbourhood Plan's table at the Mid-Somerset Show. A decision was not made on this and Jeff was asked to contact them and remind them of the promise to suggest names to join the Plan. **Action: Jeff Curtis**

Discussion took place on the response so far from the events held. Jeff asked why there was not another representative from the Town Council on the Steering Group and discussion took place on this point.

3. Draft Terms of Reference: Tanya suggested it should also show the reporting mechanism and the target completion date, John explained when this should be and Matt agreed to add these. **Action: Matt.** Matt asked for approval once those two items added – John proposed and ? seconded.
Anna then explained the process of the submitting the Neighbourhood Plan for referendum and acceptance.
4. Leadership: See notes in "Matters Arising".
5. Issues List : Matt thanked Gretal for her assistance on this. Matt gave out the list of Issues. Matt asked for views on when this should be published. Discussion took place on this point and Tanya suggested changing "Solutions" to "Possible Solutions". The list will be published online ASAP.
6. Mid-Somerset Show, 18th August: Matt received offers of help and would send out the rota within the next couple of weeks. Matt to get a banner printed. Jeff suggested getting the Town Crier to be involved to make a photo-shoot opportunity. **Actions: Matt Day**

7. Next Steps – Defining Objectives : Matt put forward his views on the Objectives and how to proceed – that workshops may be needed on the more complex objectives with multiple possible solutions, but certainly we will need to publish the draft Plan for comments (best done online). Workshops could be in September. Matt asked for help in preparing the Objectives and John suggested everyone should write their own list of Objectives and send it to Matt for evaluation, using the Issues List. It was requested this be done by the next meeting. **Action: All**

John asked if we could include a design study (to identify character areas and the kind of design suitable for those areas, plus design guidance for any new developments (subject to planning permission), in order to improve quality of the built environment).

Discussion took place on how a design study could be included. Anna explained this would be a large project and suggested it might be better to have this as a separate issue, but which should be referred to in the Neighbourhood Plan eg it could be a policy – “We want development to accord with the Town Design Guide”. Discussion then took place on this point. John also thought this should include play areas within the new developments, and raised concern over parking spaces for new developments. Anna advised it was intended to include the Play provision within the Local Plan, and that a new Somerset Parking Strategy was being developed, which acknowledges the lack of public transport and increases the amount of allocated parking spaces for each dwelling.

8. Any Other Business –

- a) NP Area Designation – Matt asked when this would be done, and Anna explained it was hoped to be in place by September.
- b) Jeff suggested more maps should be available at events.
- c) Youth involvement – Matt had spoken to Barbara Lakin regarding the involvement of the schools following no interest from Whitstone and the Schools Liaison Officer. She had suggested St. Pauls would be a better choice. Given the lack of interest and that we are in the holidays, Matt suggested we take a different approach and approach young people directly, at say the skatepark and lido. Matt also has no time to do this so would be looking for help from SG members, though could provide a leaflet/form to help with this. Jeff told the meeting Bowlsh School were keen and he would follow this lead up but there had not been much feedback from the others.

9. The next meeting will be on Friday, 30th August at 3.00pm, Town Council offices.

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